

INDUSTRIAL VISIT POLICY

FOR

**GATEWAY INSTITUTE OF
ENGINEERING & TECHNOLOGY (GIET)**

**GATEWAY COLLEGE OF
ARCHITECTURE & DESIGN (GCAD)**

Approved

[Signature]
23 Aug 24

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INTRODUCTION

Theoretical knowledge alone is insufficient for a successful professional career. Therefore, with the aim to go beyond just academics, industrial/site visit are included in the curriculum. The idea of such visits is to provide students with an insight into the workings of companies/sites, as well as to showcase a practical perspective on the world of work.

Industrial/site Visits aim to sensitizing students to the practical challenges an industry or organization face every day. The exercise encourages students to think a possible suggestion/solution and new ideas. It helps students plan their futures and gets them prepared for the real world before they stepped into industry.

OBJECTIVE OF INDUSTRIAL/SITE VISITS:

- To provide insight of the internal functioning and procedure of the companies/sites.
- To provide student with a practical perspective of the workplace.
- To facilitate exposure with current work practices to link them with theoretical knowledge.
- To learn practical through interaction, implemented work methods and employment practices.
- To help student in gaining first-hand information about the industry/sites, organizations and the work environment.
- To build relationship between industries and institutes.

PROCEDURE FOR INDUSTRIAL/SITE VISITS ARRANGED

- Arrange such Industrial/site visits in collaboration with DISVC/faculty & concerned teaching department.
- Departmental Industrial site visit coordinators (DISVC) will be responsible for all Industrial/site visits in consultation with subject teacher of that year under mentorship of HOD's. (Assistance of Head Placements can be taken as and when required).
- The concern faculty has to coordinate the procedures outlined below and would be termed as the coordinator for the industrial/site visit.
- To coordinate can seek the assistance of fellow colleagues or student community.
- All Industrial/site visits should preferably be held on working Saturdays.
- Industrial/site visits should be covered Subjected Industrial Visits / Subjected Seminars / Exhibitions / Pragati Maidan fares / Other Universities campus / Live Workshops & Other Colleges campus etc.
- Undertaking by the students / Counter signed by the parents and the same will be circulated among the students at the commencement of respective every semester.
- The DISVC is responsible for the setting up and finalizing date and time.
- To write and circulate the report of each industrial/site visit.
- As per the schedule at least two Industrial/site visits will be provided to the students of each stream of each branch and as per the strength of the class and for architecture every semester goes for different site visits
- Training and placement cell has to prepare a calendar with the help of Dean Academics for the next semester in advance and circulate the same among the HOD's and DISVC's.

PLANNING FOR EXECUTING A INDUSTRIAL /SITE VISIT

1. Seeking Permission :

- a. Contact the industry/Company HR/Architect/Establishment by writing a letter or email showing interest in visiting the company and seek their permission for the Industrial/site visit. (Draft of communication to be attached)
- b. Mention a tentative schedule of the visit, the number of visitors (Students & Faculties) and how the visit will be beneficial for the students as well as the company.
- c. The visit is also integrated with the curriculum and specific projects.
- d. Visit or tour will be documented (Event form to be filled by DISVC).

NOTIFICATION AND APPROVALS

- On receiving acknowledgement and approval from the company/Establishment, a notice or creative is to be prepared and posted on the site visit notice board with the details of the Industrial/site visit and also Circulate the same among the student's Whatsapp groups/Digi Campus.
- An approval is taken from the concerned department for availing college transportation facilities and refreshment for students and faculty members participating in the visit.
- An approval is also taken from the company for providing food / refreshment facility on paid basis or as a complimentary.
- Also taken prior approval from HOI to reimburse the food / refreshments expenses during the Industrial site visit (if any).
- The approval also includes the exact itinerary of the visit.

FORMALITIES BEFORE AND AFTER THE INDUSTRIAL/SITE VISIT

- A letter or mail is to be handed over to the concern transport official requesting their services for the stipulated date, time and place.
- The attendance of students visiting the company/site/organization will be taken in advance to the start of the industrial visit.
- The designated company representative or organizers are contacted and the necessary formalities will be completed before the visit.
- On completion of the visit, a detailed report along with photos is to be submitted by DISVC to the Branding Team for promotion and advertisement in the news paper.
- A detailed report will be submitted by the students about their experience during the industrial/site visit to the DISVC / faculty (GCAD) after completion of the visit.

DOCUMENTS TO BE MAINTAINED BY THE DISVC

- Circulars (Industrial/site visits) sent to the students by the organizing department.
- Invitation, request letter sent along with acceptance email.
- Detailed report of every visit submitted by the department.
- Attendance sheet (Students) along with list of absentees.
- Photographs of the Industrial/site visit.
- Thank you note along with gift has to be given to the company's officials.
- Student's feedback testimonials after completions of the visit.
- Copy of warning letter issued to student due to misconduct/absent.

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DO'S AND DON'T'S

Do's	Don'ts
Strictly follow the time schedule.	Cameras or Camera enabled mobiles phone may not permitted to the site or as per industry policy.
Carry valid college ID Card along with one Govt.ID during the visit.	Electronic gadgets are not permitted at site.
Only closed/covered shoes to be worn by the students in case of construction site visits for architect students.	Sandals, Chappals, Floaters, or other open footwear are not permitted during this visit.
Any specific medication should be made known to the accompanied faculty at the start of industrial tour.	Laptops are not permitted or as per policy.
Always carry writing pad / workbook and a pen	Do not carry pen drives/CD on the tour.
Adhere to the dress code (only college uniform are allowed)	Gutka, Cigarette, matches, lighters and other inflammable items are not permitted.
Follow the Safety Rules and Guidelines as communicated by the company organizing officials.	Do not loiter around the premises of the site or informed with specific reason.
Follow the instruction given by the faculty and the company designated official.	No students will be allowed to leave the group during the visit without prior approval from the accompanying coordinator.

IMPORTANT INSTRUCTIONS:

- Once the consent given by the students (Yes) should not be taken back unless in case of any emergency or conveyed by verbal / written communication from parents.
- Dual attendance will be marked to those students who will join the industrial/site visits and also dual absent will be marked who will not join the Industrial/site visits.
- The students who did not attend the visit will not be allowed to participate in next two visits.
- The students should carry their food/refreshments items with them (In case the college is not providing the same during the visit)
- No Student will be allowed to leave the company premises/site without any prior permission / information by the concerned coordinators. If he/she finds doing so, he/she will be marked absent, and also a warning letter given to him/her or a fine of Rs. 1000/- will be applicable.
- Students will not allow dropping on the way during the Industrial/site visit. If any student wants to drop on the way for any purpose/reason than he/she will request to the TPO or with coordinator prior to departure or communicated by the parents along with ID before starting the visit by giving a written application.
- In case of any delay during the Industrial/site visit, the students or their parents are required to make their own arrangements of transportation to go home if they are not staying in the campus or can avail Hostel facility on payment as per rules of the institute.

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Industrial Visits Policy - GCAD

Introduction

Industrial/site visits are an integral part of the academic curriculum at GCAD, designed to bridge the gap between theoretical learning and practical application. These visits provide students with firsthand exposure to various project sites, enhancing their understanding of design, architecture, construction, and related fields. This policy outlines the objectives, planning, and implementation of industrial visits for students across different semesters.

Objectives

1. **Integration of Theory and Practice:** To provide students with practical insights into industry operations, techniques, and processes related to their field of study.
2. **Exposure to Real-World Applications:** To familiarize students with current trends, technologies, and methodologies in design, architecture, and construction.
3. **Career Awareness:** To help students understand potential career paths and industry expectations.
4. **Holistic Development:** To develop students' appreciation for aesthetics, heritage, and the cultural significance of design and architecture.

Planning and Execution

The planning and execution of industrial visits are categorized into several key areas, ensuring a comprehensive learning experience for the students.

1. Design-Related Industry Visits

Objective: To understand the architecture and typology of various urban and semi-urban buildings.

Activities:

- Visits to buildings of different typologies to study architectural styles, design principles, and construction techniques.
- Study visits to rural areas to observe vernacular architecture, sustainable building practices, and cultural influences on design.

2. Construction Visits

Objective: To expose students to different construction techniques and materials.

Activities:

- Visits to construction sites to observe woodwork, steel fabrication, and interior finishing processes.
- Interaction with industry professionals to learn about project management, safety protocols, and construction challenges.

3. Elective-Related Visits

Objective: To provide specialized learning experiences related to interior design and landscape architecture.

Activities:

- Visits to exhibitions, furniture manufacturing units, and landscape architecture projects.

4. Documentation Drives

Objective: To document and study heritage structures and historical sites.

Activities:

- Field trips to heritage sites for architectural documentation, sketching, and photography.
- Research and analysis of historical buildings, conservation techniques, and cultural significance.

5. Market Survey

Objective: To understand market trends, material availability, and pricing.

Activities:

- Visits to markets, showrooms, and exhibitions to study the latest materials, products, and technologies.
- Interaction with suppliers and industry experts to gain insights into market dynamics.

6. General Sensitization towards Aesthetics

Objective: To cultivate an appreciation for design, art, and aesthetics.

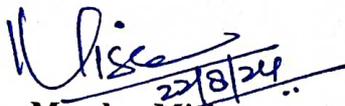
Activities:

- Visits to museums, art galleries, and design exhibitions to study various art forms, design trends, and historical artifacts.
- Workshops and seminars on art appreciation, design thinking, and creative processes.

Conclusion

Project site visits are a vital component of GCAD curriculum, providing students with practical exposure and a deeper understanding of their field of study. By integrating these visits into the academic program, GCAD aims to equip students with the knowledge, skills, and experiences necessary to excel in their professional career.

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